

HR – Hiring System

- New employees are hired by HR manager based on data in an application form and evaluations collected from other managers who interview the job candidates.
- Engineering managers notify the HR manager when a job opens and list the characteristics necessary to be eligible for the job.
- The HR manager compares the qualifications of the available pool of applicants with the characteristics of open job position, select the best three candidates from the pool and the schedules interviews between the managers in charge of the open position.

- After receiving evaluations on each interview from the manager, HR makes the hiring decision based upon the evaluations and applications of the candidates and characteristics of the job, and then notifies the interviewees and the manager about the decision.
- Applications of the rejected applicants are retained for one year, after which time the application is removed.
- When hired, a new engineer completes a nondisclosure agreement, which is filed with other information about the employee.